

**REQUEST FOR PROPOSALS (RFP) #14-031**  
**EMPLOYEE ASSISTANCE PROGRAM SERVICES for**  
**FREDERICK COUNTY GOVERNMENT**  
**AND**  
**FREDERICK COUNTY PUBLIC SCHOOLS**

**SUMMARY**

**BACKGROUND:**

Frederick County Government (County) and Frederick County Public Schools (FCPS) provide certain eligible employees and their dependents with an Employee Assistance Program (EAP). The major components of their current EAP, which are included in a monthly capitated rate, are:

- Short-term counseling (four sessions per issue, per participant, per year)
- Around the clock (24/7/365) telephone helpline and crisis counseling
- Coordination/case management of two Department of Transportation (DOT) drug/alcohol rehabilitation programs per year
- Coordination/case management of an unlimited number of non-DOT drug/alcohol rehabilitation programs
- 16 hours of on-site training seminars covering topics such as Work/Life Balance, Wellness, Supervisory skills, Legal, Financial, etc.
- Unlimited on-site Critical Incident Stress Debriefings (CISDs)
- Employee website for access to web-based resources
- Services extended to retirees for 6 months following retirement date
- Unlimited consultation with managers and supervisors who are dealing with employee-related concerns.

As of June 1, 2013, the County offers EAP benefits to 2,120 employees, plus their immediate family members. Employees are eligible if they are regular or grant-funded employees who work at least 50% of the hours of a full-time equivalent position. The County's employee base covers a variety of professions, including laborers, administrative employees, public safety, DOT-covered drivers, and healthcare workers. EAP utilization during calendar year 2012, the most recent contract year, was 5.12%.

As of June 1, 2013, FCPS offers EAP benefits to 5,850 employees, plus their immediate family members. Employees are eligible if they are regular or grant-funded employees who work at least 50% of the hours of a full-time equivalent position. EAP utilization during calendar year 2012, the most recent contract year, was 5.39%.

**STATEMENT OF WORK:**

Frederick County, Maryland (hereinafter called the "County") is seeking proposals from qualified firms (hereinafter called the "Contractor") for the provision of EAP services to County and FCPS eligible employees and their immediate family members (spouse and children) in accordance with the terms, conditions and specifications of this solicitation.